

ADMINISTRATIVE SERVICES
SUPPORT SERVICES
RECORDS MANAGEMENT AND CONTROL

890413-65

APPLICATION FOR
AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Number

88-5

Application Date: 3-2-89

FOR STATE RECORDS MANAGEMENT DIVISION USE

Date Received

Application No.

Date Completed

APR 13 1989

MAY - 5 1989

88-005-A

Record Series Title: Application for Examination for
Boilers and Pressure Vessel Inspection

Person to Contact: Jim Bishop/Bill Johnson

Item number to be amended: 7, 10 and 12

Telephone No. 656-3040

Reads as follows: (see attachments)

1989 APR 13 AM 10:55

Amended to read: (see attachments)

Reason for change: Starting in 1989 file will be microfilmed.
This Record Series was established CY 1986 and all accumulation of
reports will be microfilmed.

AUTHORITY:

Division Director/Designee:

Earl Everett Jr

Date 3-31-89

Records Management Officer (RM&C):

James J. Bishop

Date 4-10-89

Chief, Records Management and Control:

William D. Johnson

Date 4-10-89

Assistant Commissioner (Administration):

Ray E. Hopkingsworth

Date 4-12-89

State Auditor/Designee:

W. H. Foster

Date 5-4-89

Secretary of State/Designee:

Edward Weedon

Date 5/3/89

Governor

Attorney General/Designee:

W. H. Rogers

Date 5/5/89

7. Records Series Description

Reads as follows:

File is arranged: annually by calendar year, thereunder arranged alphabetically by name.

Amended to read: Prior to 1990 annually by calendar year, thereunder arranged alphabetically by name.
From 1-1-90 microfilm to be computer indexed by unique number for each piece of equipment.

10. Questionnaire:

Reads as follows:

yes h. "insurance company will keep a copy"
no i. "microfilm equipment is being requested"
no j. "computer program is being developed"

Amended to read:

yes h. "security negative stored in Archives"
yes i.
yes j. "computer indexed"

12. Approved Disposition Instructions

Reads as follows:

Hold in the current files area 5 years; transfer to State Records Center: hold 45 years; then destroy.

Note:

File series to be cut off at end of each Calendar Year; hold in current files area five (5) years; transfer to State Records Center; hold 45 years; then destroy after completion and release of all State and Federal audit requirements, litigation and/or claims.

Amended to read:

Other (Specify)

- Microfilm records with dual head camera, creating two camera negatives;
- Verify that microfilm copy is a faithful duplicate of the paper record;
- Destroy the paper copy;
- Maintain one copy of the film in office for fifty (50) years, or until no longer needed for reference; or until litigation involving records is completed.
- Then destroy office reference copy;
- Once a year, transfer the second camera negatives to the State Records Center for security storage;
- Hold in State Records Center for fifty (50) years;
- Then destroy camera negative.

(Agency will maintain security and reference film copies in separate buildings until transfer to Archives facility.)

(Department of Labor receives original reports for inspections performed by insurance companies, local governments and private inspection companies.)

2/27/89

Nick:

Following is the wording to go with the Labor schedules. it may have to be edited some.

PES 

-Microfilm records with dual head camera, creating two camera negatives;

-Verify that microfilm copy is a faithful duplicate of the paper record;

-Destroy the paper copy;

-Maintain one copy of the film in office for ten (10) [fifty (50)] years, or until no longer needed for reference;

-Then destroy office reference copy;

-Once a year, transfer the second camera negatives to the State Records Center for security storage;

-Hold in State Records Center for ten (10) [fifty (50)] years;

-Then destroy camera negative.

APPLICATION FOR RECORDS RETENTION SCHEDULE

Administrative Services
Facilities and Support Services
Records Management and Control

INSTRUCTIONS: The Records Management Officer of the Records Management and Control Unit will be of assistance in completing this form. After Division Director/Designee has signed the form, forward original to Records Management and Control, 130 Memorial Drive, S. W., Atlanta, Georgia 30303. Attention: Records Management Officer

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE		
Application Date	1. Georgia Department of Labor Safety Engineering 501 Pulliam Street S.W. Room 211 Atlanta, Georgia 30334	Application Number	88-5	
Application Number		Date Received JUL 30 1986	Date Completed FEB 22 1988	
2. Person to Contact Earl Everett		Working Title Chief, Safety Engineer		Telephone Number 656-2966
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest 1-1-86 Latest to present		5. Record Series Title (followed by title used in office, if different) Application for Examination for Boilers and Pressure Vessel Inspection		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Chief, Safety Engineer - In charge of the Inspection Division's mission to inspect boilers and pressure vessels in Georgia, as well as elevators, escalators, and other machinery which fall under industrial safety laws.				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: the Safety Engineering Inspection of Boilers and Pressure Vessels, and to the collection of related fees. Included are: DOL-4208 Application for Examination for Boilers and Pressure Vessel Inspector, and copy of inspector's certificate of competency. File is arranged: annually by calendar year, thereunder arranged alphabetically by name.				
8. Monthly Reference Rate One to six months old <u>6</u> ; Seven to twelve months old <u>4</u> ; Thirteen to twenty-four months old <u>4</u> ; twenty-five months and older <u>2</u> ? How often are records referred to which are:				
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers <u> </u> ; Shelves <u> </u> ; Other (specify) <u> </u>				

(Over)

DOL-144 (R-5/85)

	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <u>Insurance Company will keep a copy.</u>
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout? <u>Computer program is being developed.</u>

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|-----------------|-----------------------------------|------------------|
| a. State Law | _____ years. | d. Audit period | <u>5</u> years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>50</u> years. |
| c. Federal Law | <u>1</u> years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

To satisfy any potential audit requirements, litigation and/or claims.

O.C.G.A. 34-11-12 requires the DOL to issue a replacement certificate if the original is lost or destroyed, and indicates that the certificate is valid until revoked for cause.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then.

- ☒ Hold in the current files area _____ month(s) 5 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 45 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

Note:

~~File series to be cut off at end of each Calendar Year; hold in current files area five (5) years; then destroy after completion and release of all State and Federal audit requirements, litigation and/or claims.~~ 1/29/88

These instructions apply to all prior and future accumulations of the series.

Division Director/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<u>[Signature]</u>	<u>7-19-86</u>	<u>[Signature]</u>	<u>7/24/86</u>
Assistant Commissioner (Administration) (Signature)	Date	Chief, Records Management & Control (Signature)	Date
<u>Ray E. Hollingsworth</u>	<u>7-28-86</u>	<u>William B. Johnson</u>	<u>7/29/86</u>
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) 88-5		State Auditor/Designee	<u>2-16-88</u>
		Secretary of State/Designee	<u>2/12/88</u>
		Attorney General/Designee	<u>2/14/86</u>

(Reverse Side)